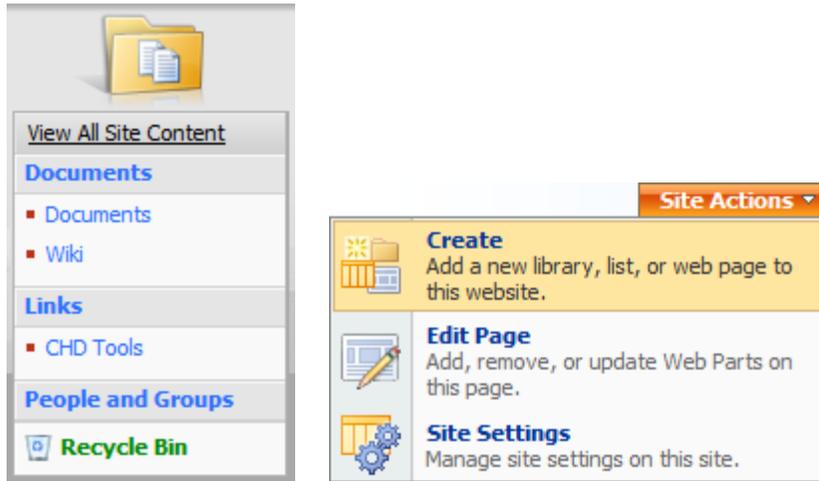


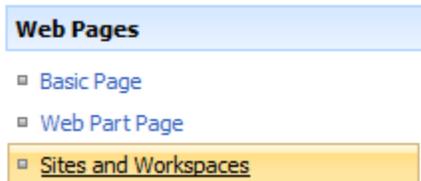
Create a new SharePoint site

Before creating a new site, ensure that you are at the location on your site where you want to create a new sub-site. You must also have the correct permissions in order to create a site.

1. Click **View All Site Content**. Then click **Create**. In most cases, you can also use the **Site Actions** menu.



2. Under **Web Pages**, click **Sites and Workspaces**.



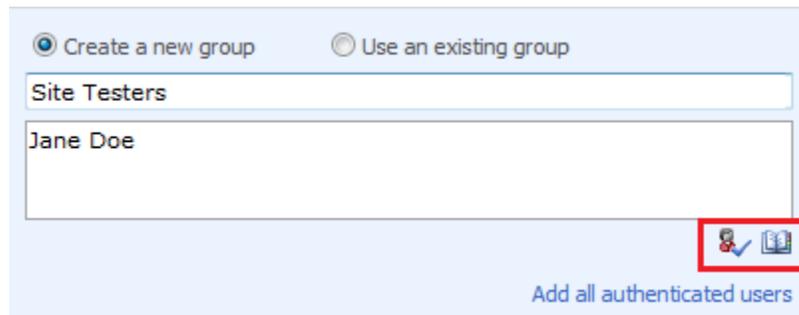
3. In the **Title and Description** section, type a title for your site. The title is required and will appear at the top of the web page and in navigational elements that help users find and open the site.
4. Type a description of the purpose of your site in the **Description** box. The description is optional but will appear at the top of the web page if entered. This helps users understand the purpose of your site.
5. In the **Web Site Address** section, type a URL for your site. The first part is provided for you. To avoid potential problems with updating or modifying the site, do not enter any special characters as part of the address, including the following:

Special characters to avoid
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6. In the **Template Selection** section, click the tab that you want and then select the appropriate site template. A description and preview image is provided when you click on a template. Examples of common site templates include:
 - **Team Site:** teams can create, organize, and share information. The template includes a document library and basic lists such as Announcements, Calendar, Contacts, and links.
 - **Blank Site:** a blank homepage that you customize. Using a compatible web design program (i.e. Microsoft Office SharePoint Designer), you can add interactive lists or any other features.
 - **Document Workspace:** helps your team members work together on documents. Provides a document library for storing primary documents and supporting files, a Tasks list for assigning to-do items, and a Links list for resources related to a document.
 - **Wiki Site:** users can quickly and easily add, edit, and link web pages.
 - **Blog:** users can post information and allow others to comment on the posts.
 - **Basic Meeting Workspace:** helps you plan, organize, and track your meeting(s) with your team. Includes Objectives, Attendees, Agenda, and Document Library lists.
 - **Blank Meeting Workspace:** a blank site that you can customize based on your meeting requirements.
 - **Decision Meeting Workspace:** ideal for reviewing documents and recording any decisions that are reached at the meeting. Includes Objectives, Attendees, Agenda, Document Library, Tasks, and Decisions lists.
 - **Social Meeting Workspace:** helps you plan and coordinate social events. Includes Attendees, Directions, Things To Bring, Discussions, and Picture Library lists.
 - **Multipage Meeting Workspace:** provides all the basics to plan, organize, and track your meeting with multiple pages. Includes Objectives, Attendees, and Agenda in addition to two customizable blank pages.
7. In the **Permissions** section, select whether you want to provide access to the same users who have access to the parent site or whether you want to create a unique set of users. If you select **Use unique permissions**, you can setup permissions later after you finish entering information on the current page.
8. In the **Navigation** section, select whether you want the new sub-site to be visible in the navigation of its parent site. By default, the Quick Launch is displayed on the left side menu. The top-link bar appears as one or more hyperlinked tabs across the top of all pages.
9. In the **Navigation Inheritance** section, specify whether you want the site to inherit its top link bar from the parent site or to have its own set of links on the top link bar. This setting also affects whether the new site appears as part of the breadcrumb navigation of the parent site. The breadcrumb navigation provides a set of hyperlinks that enable site users to quickly navigate up the hierarchy of sites within a site collection. When you navigate down the site hierarchy, breadcrumb navigation appears on the page to which you have navigated. If you click **No**, your sub-site will not contain the breadcrumb navigation of the parent site.
10. Click **Create**.

- If you specified that you want the sub-site to have the same permissions as its parent site, the new site will now be created. If you specified unique permissions, the **Set Up Groups for this Site** page appears, where you can set up groups.
11. If the **Set Up Groups for this Site** page appears, you need to specify whether you want to create new groups or use existing groups for visitors, members, and owners of this site. In each section, do one of the following:
- If you click **Create a new group**, either accept the automatically created name for the new SharePoint group or type a new name, and then add the people that you want. Click the check mark icon to verify any names or NetLink IDs that you type, or click the Address Book icon to browse through your directory for more names.



The screenshot shows the 'Set Up Groups for this Site' interface. At the top, there are two radio buttons: 'Create a new group' (selected) and 'Use an existing group'. Below this, there is a text input field containing 'Site Testers'. Underneath that is a list of users, with 'Jane Doe' listed. In the bottom right corner of the user list area, there is a red rectangular box highlighting two icons: a checkmark and an address book icon. Below the user list, the text 'Add all authenticated users' is displayed in blue.

In the **Visitors to this Site** section, you can also add all authenticated users to the Visitors group, which provides the group members with permission to read the content on your site, by default.

- If you click **Use an existing group**, select the SharePoint group that you want from the list. If you have several SharePoint groups, the list may be abbreviated. Click **More** to see the full list or **Less** to abbreviate the list.
12. Click **OK**.